

**SUMMARY OF THE
FIELD MEASUREMENTS *AD HOC* COMMITTEE AND FIELD ACTIVITIES COMMITTEE
JOINT MEETING
JANUARY 13, 2000**

The Field Measurements *ad hoc* and Field Activities Committees of the National Environmental Laboratory Accreditation Conference (NELAC) met jointly by teleconference on Thursday, January 13, 2000, from 1 to 3 p.m. Eastern Standard Time (EST). The meeting was led by the Field Measurements Committee chair, Dr. Barton Simmons of the California Environmental Protection Agency (CA/EPA). A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of this joint meeting was to continue discussions of business items that are of interest to the two committees and pass information and recommendations from the ad hoc committee to the new Field Activities standing committee.*

INTRODUCTIONS

Dr. Simmons opened the meeting at 1 p.m. He reviewed the history of NELAC and the Field Measurements *ad hoc* Committee and the duties of the Field Activities Committee, a new standing committee which began operations this month. He explained that the NELAC chair had asked that the committees meet together twice to effect a smooth transition. Each member of the committees was introduced and spoke about their affiliation and experience. Dr. Ken Jackson, liaison from the NELAC Board of Directors to the Field Activities Committee, also participated in the meeting. It was noted that two members of the Field Activities committee are from the same organization. Because NELAC committees should represent a variety of organizations, the two members were asked to look for an alternative solution to this situation. It was also noted that Ms. Ann Marie Allen will be leaving the committee and she was thanked for her service to the Field Measurements committee. Dr. Simmons reviewed the actions taken during the December 1999 meeting of the *ad hoc* committee and its recommendations for the new standing committee.

DISCUSSION TOPICS

ISO 17025

Several people asked about publication of International Standards Organization (ISO) 17025 and its availability. It is available for sale to individuals only and cannot be copied. Consult the Website address www.quametec.com/ for information on the draft document. The ISO (www.iso.ch) and the American National Standards Institute (ANSI) (www.ansi.org) Websites can also be consulted for information on how to acquire a copy.

All NELAC committees have been asked to adopt the language of ISO 17025 where appropriate. Sampling considerations are only a small part of ISO 17025. Dr. Simmons asked Dr. Jackson to summarize what the Environmental Laboratory Advisory Board (ELAB) had said about ISO 17025 at its December 1999 meeting. ELAB's chair was concerned that ISO 17025 applies to laboratories that collect and analyze samples, but does not seem to apply to firms that only collect samples. It appears that "sampling-only" firms would not have to adopt ISO guidelines, and so the "playing field would not be level." Another committee member recalled that this was also a

concern voiced by a representative of the Source Evaluation Society. Dr. Simmons volunteered to call on the ELAB chair, record his concerns about ISO 17025, and ask for assistance from ELAB in providing input and review of the Field Activities Standards which are to be written. Dr. Simmons will report his findings to the committees at the next joint meeting by teleconference.

Committee Transition

The *ad hoc* and standing field committees are meeting jointly today and again next month during the transition period. The goals include preparing an updated directory of Field Activities committee members, discuss recommendations and continue the process of preparing standards for field activities, and respond to comments received from those inside and outside NELAC. According to the by-laws, the Field Activities standing committee is to be composed of 10 participants of which 5 are voting members and 5 are contributors who may not vote. The committee chair is selected annually from the voting members. All 10 members discuss issues and candidates for the committee chair, but only the voting members make the final decisions. At present, all committee members appointed by the NELAC board have terms that expire in 2005. It was suggested that staggered terms be instituted to provide overlap and continuity. Each Field Activities committee member should think about terms of service. Ms. Jeanne Hankins, NELAC Director, should be consulted for advice. Dr. Simmons proposed that the topic of staggered committee membership be on the agenda of the first full meeting of the Field Activities Committee.

FIELD ACTIVITIES COMMITTEE

Selection of Chair

The members of the Field Activities Committee discussed their personal obligations and committee interests for the year 2000. Mr. Dan Bivins agreed to accept the nomination for chair of the Field Activities Committee for 2000 and was elected unanimously. Dr. Simmons will transmit this information to the NELAC Executive Secretary.

Recommendations to Field Activities Committee

Recommendation 1. Establish a Subcommittee on Measurement of Source Emissions

The Field Measurements *ad hoc* Committee recommended that a subcommittee on measurement of source emissions be established to assist the Field Activities Committee. A number of people at the Fifth NELAC Interim (Vi) Meeting expressed interest in serving on such a subcommittee. Any subcommittee must be appointed by the NELAC Chair and serves only in an advisory capacity. Any questions regarding the approval process should be presented to Ms. Hankins. Members of this subcommittee may be voting members or contributors in any combination. All agreed that asking that the subcommittee be established was a good idea. Mr. Bivins agreed to chair the committee upon its formation and offered a number of ideas to make the committee representative and responsive to all sides of issues it may consider. He suggested that the subcommittee include a representative from the source sampling industry, preferably one who

would represent the Source Evaluation Society, a state representative who is or has been an observer at source measurement studies, a consultant with extensive knowledge of source sampling techniques, and someone from industry who contracts for and oversees a company's required stack sampling studies. The names of those interested in subcommittee membership should be sent to Mr. Bivins who will maintain a list of candidates.

Recommendation 2. Establish Plan for Drafting NELAC Sampling Standards

Dr. Simmons asked that ISO 17025 be studied for its statements about sampling for use in drafts of NELAC field activities sampling standards. He suggested using the ISO language verbatim and putting this before NELAC for study. The ISO guides are rather general and are not media-specific. Dr. Simmons asked for a show of interest in establishing a subcommittee to develop field sampling and analysis standards. Since the majority of the committee members were interested in this task, it was decided not to ask for subcommittee formation at this time but rather to begin discussions within the standing committee. In response to several comments, Dr. Simmons stated that it is his intention that the initial discussion of field sampling standards apply only to laboratories who are responsible for gathering field samples and not to firms which are not classified as laboratories.

The Field Activities Committee will first work on adoption of ISO language and completion of source sampling standards and their appendices. The committee will then examine sampling of other media and set priorities and schedules. These efforts are to be coordinated with the Quality Systems Committee.

DISCUSSION OF MEASUREMENTS OF SOURCE EMISSIONS (MSE)

A revision of the MSE standard's appendix is to be completed by early March 2000 and made available to the committee for review and comment. The MSE document will be revised in light of recent comments and will be posted to the NELAC Website in time to study it in preparation for the Sixth NELAC Annual Meeting to be held in June 2000. Three major areas will be revised:

- Qualifications of source testers. The original idea was to establish some type of qualification (not certification) for individuals who perform field source tests while away from their home base. The idea of establishing qualifications of individuals will be dropped. Instead, attaining and maintaining the qualification of source testers will become the responsibility of the laboratory itself.
- "Free-lance" Employee Qualification. Some source testing firms hire temporary employees to work at the scene of a source test. Although such employees are often skilled, we want to consider ways to show their qualifications too.
- State Assessor/Observer Qualification. A list of qualifications that a state assessor or observer (of a source testing study) should have is being developed.

Other MSE topics to be addressed include:

- grandfathering,
- simplifying and creating fewer groups of methods,
- cost impacts on small businesses,
- creation of documents or other aids that could help a small business satisfy requirements quickly and without great cost.

COMMENTS ON THE NELAC STANDARDS

The perception that NELAC appears to be creating a State licensing program without Congressional approval was discussed. This impression may be due to incomplete knowledge of NELAC and the National Environmental Laboratory Accreditation Program (NELAP). As new groups enter the NELAC discussions, they need to be made aware of the mission and charter of NELAC. For instance, NELAC is not a Federal Advisory committee and the consensus standards it develops with input from stakeholders are different from rule-making. Our committee's consideration of qualifications of individuals who do source testing (an idea no longer being considered) may have sparked the concern expressed in two recent letters which are scheduled to be reviewed by the NELAC Board of Directors next week. The Field Activities Committee should wait until it hears from the board and can put the topic on the agenda for the next meeting. Mr. Bivins will talk with the person(s) who submitted the letters, review NELAC operations, gain a better understanding of the concerns, and report at the next meeting of this committee.

NEXT MEETING

The next joint meeting of the committees by teleconference is scheduled for Thursday, February 17, 2000, from 1 to 3 p.m. EST. The call-in number and access code remain the same.

ACTION ITEMS
FIELD MEASUREMENTS AND FIELD ACTIVITIES COMMITTEES JOINT MEETING
JANUARY 13, 2000

Item No.	Action	Date to be Completed
1.	Resolve issue of two committee members from same organization. (Burrows, Law)	February 17
2.	Inquire about ELAB ISO 17025 concerns; report to committee (Simmons). Acquire copies of ISO 17025 for study. (all)	February 17
3.	Distribute directory of committee members for update and a list of persons interested in Field Activities Committee work. (Simmons)	Before February 17
4.	Prepare for discussion of staggering committee member service years and submit preferences to Mr. Bivins. (all)	By February 17
5.	Transmit result of election of Field Activities committee chair to NELAC Executive Secretary. (Simmons)	Before February 17
6.	Ask NELAC Chair to endorse Field Activities' request for a subcommittee on Measurement of Source Emissions. (Bivins)	By February 17
7.	Submit nominees for subcommittee membership to Mr. Bivins. (all). Distribute list by next meeting. (Bivins)	By February 17
8.	Review and prepare to discuss ISO 17025 language. (all)	By February 17
9.	Contact those persons concerned about NELAC standards; inform committee. (Bivins)	By February 17
10.	Report on Board of Directors meeting, including general question about NELAC Standards. (Jackson)	February 17
11.	Complete revisions of MSE standards/appendix and distribute to committee for review. (Bivins, Hosenfeld)	Early March

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JANUARY 13, 2000

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JANUARY 13, 2000

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